

## MARCH STARTUP CHECKLIST

Please verify that your A2B and Sales Ratio Study have been **completed and approved** by your Consulting Appraiser before starting this checklist.

**The MarchStartUp\_2008 web package must be installed prior to running this checklist.**

Please reference each program's full documentation in your UAD documentation manual or on our web site before running the program.

**PMB011** 1. Run Audit Trail with the current date before continuing with this checklist. There is a new edit that will generate out of Audit Trail. We will run a program to create/update a Parcel Group file based on related parcels. It will assign a primary parcel to each related parcel set. This will be used later to help clean up some of the edits used for Assessment Drive. The program and edit will run each time Audit Trail is submitted.

You will notice two new reports coming out of Audit Trail:

**CNVPGRP** – If anything prints on this report, **it needs to be cleaned up** before proceeding. The edit is saying that the parcels are not correctly related.

**PMB140** – Purged records. This is just a listing of "orphan" records that have been left after parcels have been deleted, etc. This is just informational; you do not need to do any cleanup.

**PVB060** 2. **ProVal Counties:** Run a complete (AS/400 & PC) download to PV. This will separate all regular activity from the March Startup activity.

**NOTE:** Once you have started this checklist, keep everyone out of the UAD files until the checklist has been completed.

**IMPORTANT!!!**

O as in Orange



**USE THE LIMITS BLANK TO 30 9999999...** (These are the limits used by PMB081.)  
**MAKE SURE YOU RERUN ALL EDITS AFTER CLEANING THEM UP TO MAKE SURE THEY ARE INDEED CLEAN.**

**3. ROLLING INACTIVE RECORDS**

**PMQ002** A. Expiration Date List and Effective Date List "I" Status  
Run this report to make sure the run date to be used when executing PMB081 covers all of the "inactive" parcels to be rolled. If not, then you will need to check whether you need to change the date in Parcel Master on those "inactive" parcels, or if you need to use a different run date for PMB081. If any "I" status parcels without an effective date show on this report, correct them before proceeding. Also, check for parcels whose effective date is equal to the expiration date since these parcels will go to

a "T" status. **If you have an "I" parcel with an expiration date, make sure the "A" parcel does not also have an expiration date.**

- TXB040** B. Run a listing of tax due records in parcel number order. **Use the limits BLANK to 30 999, and put the report on HOLD.** Answer **2007** for the current tax year and the "enter date interest valid" should be the same as the run date on your PMB081. Accept the default answers on the rest of the prompts except answer "N" to 'Print Legal Description'.

This report will be compared to the TXB040 run after PMB081 (step 3O) to ensure no tax records are lost.

**The Treasurer can not post between steps 3B and 3O – if they do, it will keep you from balancing.**

- PMB181** C. Compare Effective and Expiration Dates  
This program compares "I" status effective dates with corresponding "A" status expiration dates, listing them if they are different.

**THESE PARCELS NEED TO BE INVESTIGATED AND FIXED BEFORE CONTINUING.**

- D. **Backup the UADFILE Library**  
**\*REQUIRES DEDICATED UAD FILES\***  
Use the BACK menu. Do not reuse this tape until after this checklist has been completed. (16g tape counties: use standard backup process.)

- PMB098** E. This program cleans up subsystem files with no matching Parcel Master.  
**\*REQUIRES DEDICATED UAD FILES\***

- PMB318** F. File status report. This program will give a record count of the data files.

- TXB127** G. Create Tax Cross Reference Records for "I" Parcels.  
**This program requires a Treasurer Security password/signon.**  
(Have the Treasurer run it for you.) **\*\*\*This needs to be run.\*\*\***

- PMB081** H. NON-UPDATE – Run PMB081, in non-update, and check edits.  
**\*\*\*DO NOT UPDATE AT THIS TIME\*\*\***  
**Even though this is being run in non-update, it still requires dedicated UAD files.**

It is very important to investigate the parcels that appear on the report. "I" records with an effective date prior to the run date keyed in will become an "A". "A" records with an expiration date prior to the run date will go to a "T".

If you are unsure about a particular parcel, use Parcel Master Inquiry to examine the parcel carefully.

"I" records that have an effective date greater than the run date and "A" records with an expiration date greater than the run date will not roll.

**I. REFER TO THE DOCUMENTATION FOR PMB081 FOR PROGRAMS THAT NEED TO BE RUN AT THIS TIME (Step 1) AND USED TO BALANCE PARCEL MASTER LATER IN THIS CHECKLIST. (This documentation is out on our website.)**

PMB002 on "A" and then again on "I"

PMB012 on "A" and then again on "I" (Summary of all)

Use \_\_\_\_ to 30 99999999 for your limits.

**PMB081**

J. Roll "I" to "A" and "A" to "T"

**\*REQUIRES DEDICATED UAD FILES\***

**\*\*IF ALL PREVIOUS STEPS ARE COMPLETE, RUN PMB081 IN UPDATE** using the same run date used in step 3H.

K. Refer to PMB081 documentation for the "after" balancing reports that need to be run (Step 3). **Complete the "balance sheet" on the last page of the documentation.**

PMB002 on "A" and then again on "I"

PMB012 on "A" and then again on "I" (summary of all)

Use \_\_\_\_ to 30 99999999 for your limits.

**FIXRCLR**

L. This program will update all last record numbers for the subsystems (excluding personal property).

**PPB175**

M. This program will update last record numbers for personal property.

**PMB318**

N. File status report. Compare this report with the one run on step 3F. If there is a significant change call TSB at 1-800-334-7756.

**TXB040**

O. Run with the same responses used in Step 3B. Be sure to put the report on HOLD. Compare the report with the TXB040 that was run before PMB081. Display the totals at the end of the report. **Tax, late charge, and cost should not have changed from the previous TXB040.** (Interest, and therefore total, may change if the reports were run on different days.) Once you have determined that they balance, you can delete both reports.

**PMQ007**

P. Edit for Multiple Homeowners

This edit is telling you that you have multiple homeowner records for a set of related parcels that have different disallowed information - one is disallowed and the other is not. You need to correct this before moving on. If you do not correct it, depending on the options selected when you run the PMB086, you may need the figures to help you balance.

Q. \*\*\***SAVE UADFILE**\*\*\***4. INITIALIZE RECORDS FOR NEW CYCLE**

- PMB011** A. Audit Trail. You need to run Audit Trail at this point to update your parcel group code file. (To update changes made by the PMB081.)
- B. If you ran a **PMB012** in step 3K (PMB081 roll), continue on. If you did NOT run a PMB012 in step 3K, please run a PMB012 (summary for all) before running the PMB086 so that you can use it to balance with step 4D. **Use \_\_\_\_ to 30 999999 for limits.**

- PMB086** C. Initialize Records for New Tax Cycle  
**REQUIRES DEDICATED UAD FILES**  
 This program will:
1. Clear out hardship data.
  2. Clear out all or selected specials.
  3. Clear out bank codes if requested.
  4. Change batch numbers to '2007' if requested.
  5. Clear out disallowed homeowners, if requested, by specifying the disallowed "as of" date.
  6. Gives you the option to clear the casualty loss/hardship file by year.

NOTE: **DO NOT** delete: Special 991 – Forest Assessment or  
 Special 961 – Forest Practices Act

- PMB012** D. Homeowner, Bank Code, and Circuit Breaker (**Summary of all**).  
 Use the 4 reports generated from the PMB086 (step 4C) to help balance this PMB012 back to the PMB012 from step 3K (or 4B).

- PMB099** E. Increase Homeowner Exemption Amount to \$100,938.  
 This will update the max HO amount allowed.

- PMB131** F. Edit Related Parcels  
 Run this first using option 1 – More than one HOEX record per parcel group; and then again on option 2 – Parcels that are related only one way. If you have parcels listing on either of these reports, you will need to clean them up or you will not be able to balance your PMB012 back to the homeowner market grand total on the MSB009 (step 4G). **The MSB009 will still apportion the HO exemption correctly** between correctly related parcels, but the grand totals will be skewed if the related parcels have more than 1 homeowner record. (If a related MH and RP both have a HO record instead of just one on the MH parcel, for example.) **But**, you can use your PMB012 from step 4D and 4H to verify that the HO market did not change if you do not want to clean up these edits. Your HO exemption totals will change.

- MSB009** G. Homeowner Exemption Recalculate.  
This will adjust the HO Exemption to \$100,938 for each parcel(s).
- PMB012** H. Homeowner Summary  
Make sure the homeowner market balances with the HO market from Step 4D. The HO exemption amount will not balance due to the new homeowner exemption apportioning to the new maximum amount. If your market value does not balance, call TSB.
- TXB001 and TXO010** 5. List and update the 2008 Code File
- A. Existing Code Areas  
Make sure the correct taxing district numbers and name appear with each code area.
- B. New Code Areas  
If you are adding a new code area, enter the new code area number and the corresponding district numbers.
- C. Deleted Code Areas  
Use F23 if you want to remove code areas that will not be used for 2008.
- TXB001** 6. List the 2008 Code and Levy File  
Verify this listing with the code area information supplied by the State Tax Commission.
- TXB002** 7. Edit Code File with Parcel Master  
This program will check code areas and list any discrepancies between the code area file and Parcel Master.
- IF YOU ARE GOING TO CHANGE CODE AREAS IN MASS, SEE THE DOCUMENTATION FOR PMB083.
- PMB253** 8. Clear 2007 New Construction File  
This program will clear all current records and roll the "next year" (2008) records to current. It will also create a new file member for the "next year" (2009) records.
- PMB254** 9. List/delete incomplete new construction records.  
This program will clear out any new construction records with no current new construction value. Run for year 2008.
- MSB016** 10. Reorganize Parcel Information  
This program will update the name/address information changed by rolling in your "I" parcels. You can run this stand alone, or it will run automatically during Audit Trail. (Until the program is run, you will still see "I" parcels in your name search.)

- PMB011**    **11.**    Audit Trail. Run Audit Trail to give you reports, etc on what happened during this checklist. This will also generate labels and appraisals if requested. If you do not need the appraisals, delete them off of your spool file.
- PVB060**    **12.**    **ProVal Counties:** Run the complete AS/400 to PV Download (both AS/400 and PC procedures) to isolate the changes from this checklist.